



Administrative Policies and Procedures: 18.16 DOE

Subject:	Internal Monitoring of Individual Program Plan (IPP)
Authority:	TCA 37-5-105, 37-5-106
Standards:	None
Application:	To All Department of Children's Services Youth Development Center Employees

Policy Statement:

The Individual Program Plan (IPP) procedure utilized in Youth Development Centers shall be monitored internally on a regular basis. Such monitoring shall be for the purpose of determining whether the IPP's are being both designed and implemented to meet the individual needs of the students.

Purpose:

To ensure a process for review, approval and correction of deficiencies is developed to determine if IPP's are designed and implemented to meet the individual needs of the students.

Procedures:

- A.** Each facility shall develop a local policy for review, approval, and correction of deficiencies in IPP's. The review shall be conducted by treatment specialist(s) on no less than a quarterly basis and shall include at least two files per counselor. A report summarizing the quarterly review shall be forwarded to the Director of Youth Development Centers.
- B.** The IPP process shall be monitored during the annual inspection.
- C.** All monitoring shall include a review of treatment objectives to determine that the service is being provided. Should a deficiency be detected, the Superintendent shall be notified in writing.

Forms:	<i>None</i>
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Collateral documents:	<i>None</i>
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(Note: This policy cannot be revised without prior permission of Chancery Court, Davidson County, Nashville, Tennessee.)